



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Craig A. Stanley, Treasurer
Don Payne for Congress
P.O. Box 2406
Newark, NJ 07114

DEC 10 1999

Identification Number: C00225045

Reference: Mid-Year Report (01/01/99-06/30/99)

Dear Mr. Stanley:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-For future reports, please be advised that you should provide the complete name of any political committee that has contributed to your committee. Reporting only the name of the connected organization or abbreviating the name of the committee is inadequate.

-Contributions from individuals and persons other than political committees must be itemized if the aggregate total from the contributor exceeds \$200 in a calendar year. (2 U.S.C. §434(b)(3)) Should a committee wish to disclose contributions that do not require itemization, it must do so on a separate Schedule A and report the total amount of unitemized contributions on Line 11(a)(ii) of the Detailed Summary Page. (11 CFR §104.3(a)(4)(i))

-Schedule A of your report discloses a contribution(s) which appears to exceed the limits set forth in the Act (copies attached). You should examine all of your contributions to check for additional excessives. The Committee's procedures for processing contributions should also be reviewed.

An individual or a political committee other than a qualified multicandidate